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DDA 84-0046/18
11 May 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 11 May 1984

1. Progress reports on tasks assigned by the DCI/DDCI:


The DCI was provided with supporting material on Employee Health and Safety and Federal Civilian Employment items affecting CIA for the Cabinet meeting on 10 May 1984.

2. Items/events of interest:

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d. One hundred and three applicants for the Security Protective Officers' Program are currently in processing. Of these applicants, 

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[redacted] This is the Agency program to provide our own Protective Officers which formerly was the responsibility of GSA.

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f. Career Trainee Activity:

(1) The Office of Training and Education lost two Career Trainees (CTs) during the last week -- one permanently and one temporarily. The permanent departure was that of an intended Operations Officer (April 1984 class) who realized early that he had chosen the wrong career; this resignation was amicable. The temporary departure is the result of emergency gall bladder surgery on 5 May. It will not be a problem to reschedule this student's training.

(2) An Extended Interim DO trainee from the October 1983 class will be advised within the next week that he must leave the Program. Despite considerable effort on the part of the two DO area divisions, it has proved impossible to keep this trainee afloat professionally.

(3) The first experimental running of the Directorate of Administration exercise in the Career Trainee Development Course was held on 4 May, with the participation of [redacted] Career Trainees and approximately [redacted] consultants who were called in from each of the DA offices. In the exercise, the CTs had the task of building a proposal for an Agency overseas emergency response capability. The objectives of the exercise were for the CTs to understand how the DA offices would respond to facilitate the construction of this capability, and to get a realistic picture of the coordination and cooperation processes necessary for success in such a venture.

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g. The Honorable William Webster, Director, FBI, will be the special guest of the Intelligence Community Legal Conference

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i. In 1983 there were 111 instances when the Office of Communications provided VIP communications support which averages out to approximately nine per month. As a comparison, there have been 46 requirements for such support the first three months of 1984, which equates to 15 per month; a significant increase if the trend continues.

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j. [] a DIA member of the Consolidated SAFE Project Office's System Development Division, has been submitted for consideration as a nominee for the outstanding handicapped federal employee for 1984 within DIA. [] is blind in both eyes and joined the SAFE Project last year. His blindness has not prevented him in any way from performing in an outstanding manner.

k. Prioritization of the installation of SAFE terminals in the Directorate of Intelligence for the remainder of FY 84 has been completed. The Office of Communications is currently completing the backlog of terminal installations in Headquarters. An estimated 60 terminals are planned for installation by 15 June. The continued installation rate of 25 terminals per month for the remainder of FY 84 looks good.

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m. Further progress has been made in improving the Agency's Quality of Life program. Soil-resistant nylon carpeting was installed in the Office of Medical Services' main corridors and the reception/waiting room. In addition, we have completed the replacement of the running track in the basement E corridor, and are working on the floor in the locker and exercise rooms.

n. The First American Bank has agreed with the general concept of the parking controls at the Key Building and no physical barriers will be implemented on the perimeter roadway which surrounds the building. The bank will have transient parking on that level. The bank representatives expressed some

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concern over the loss of two customer parking slots under the building. The bank's management is expected to agree with the final terms which the Agency negotiated with the Charles E. Smith Company.

o. On Saturday, 5 May, representatives from the Logistics Services Division, OL renumbered 279 spaces in the South Parking Lot and marked 43 new parking spaces on the roadway to Route 123 on the Headquarters compound. Although presently concentrating on the least legible of the reserved, medical, and carpool spaces, eventually all spaces in the North and South lots will be renumbered.

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3. Significant activities anticipated during the coming week:

None.

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Harry E. Fitzwater

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